

MEETING MINUTES

Meeting Description Arizona State Wildfire Qualifications Review Committee

Date 10/16/2006

Time 1000

Location Phx Community Center, Deer Valley

Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
1000	1400	4.0	1000	1600	6
Committee Members:					
1	Scott Hunt – ASLD				
2	Kevin Boness – ASLD (not in attendance)				
3	Brian Lauber – ASLD				
4	Judy Wood – ASLD				
5	Ron Melcher – ASLD				
6	Dave Behrens – ASLD				
7	Bob Arthur – Globe Fire Dept.				
8	Jim Pond – Highlands Fire Dept.				
9	Mark South – Rio Rico Fire Dept.				
10	Darrell Miller – Rio Rico Fire Dept.				
11	Duane Steinbrink – Prescott Fire Dept.				
12	Jayson Coil – Sedona Fire Dept. (not in attendance)				
13	Cliff Pearlberg – ASLD				
14	Bruce Banke – ASLD (on behalf of Kevin Boness)				
Items Discussed	✓				
1	<u>Introductions:</u> Chris Jessop with Show Low Fire Department attended as a guest.				✓
2	Previous Meeting Minutes reviewed and approved.				✓
3	<u>Addition to Committee:</u> Committee Secretary, Judy Wood requested that the Committee elevate her status within the Committee to that of a “voting” member, so that in the future there may not be as much difficulty scheduling a meeting with enough voting members in attendance to constitute a quorum. Previously the Committee required 7 of the 10 Members be present to vote, now 7 of 11 will be needed. This allows for more flexibility within the Committee. All approved.				✓

4	<u>Firewise Advisors:</u> Cliff expressed his concern on the lack of Firewise Advisor records being submitted from within the Division (ASLD). Reminder to the District Foresters.	√
5	<u>Established Dates for Records and Red Cards:</u> To be incorporated into the Committee By Laws as follows: <ul style="list-style-type: none"> • <u>Red Cards</u> will be issued no later than April 1 of each year, through June 1, with the exception of “Emergency” Cards as defined within the Committee By Laws (example: a dire need for someone in that position when there are no others available). Any taskbooks completed after June 1 will be presented to the Committee in the first Fall review. • <u>Fire Experience Records</u> are required to be submitted no later than December 1 of each year, allowing for adequate time for data entry, prior to the issuance of Red Cards. • <u>Pack Test and Refresher Classes</u> – Judy will modify the Red Cards, with a space for dates of Refresher Training and Pack Test results. This will require the receiving party to document their pack test and refresher training. (See attached DRAFT) Note the disclaimer. 	√
6	<u>Committee Meeting Locations:</u> It was discussed whether to rotate meeting places – but was voted down. Phoenix is the most central of locations for all parties.	√
7	<u>Website:</u> There was a brief discussion regarding the posting of Committee Meeting Minutes as well as forms, etc. Per Cliff, the website is being redesigned.	√
8	<u>Clarification regarding NWCG pre-requisites:</u> A question came up regarding whether or not NWCG had combined ENGB with ICT4 – the answer is NO, Although, Single Resource is required for ICT4. The only known change to NWCG 310-1 since the latest printing of April, 2006, is that RESL and DMOB have now been combined.	√
9	<u>Rural Metro and Other “Contractors”:</u> The question has again come up regarding whether or not the Qualifications Review Committee will oversee the carding of Overhead Resources at the ENGB/CRWB level, with regard to Contractors. It still is the general consensus that NO, the Committee is not authorized to do so, per NWCG 310-1. However, we may reserve the right to review their training records. This discussion will again be tabled.	√
10	<u>Tracking other State Agency Training:</u> Unanimously, YES –, we should be tracking and carding other individuals from ADOT, ADOC, etc – if they are at or above the ENGB/CRWB level. Judy will draft a letter for Dave Behrens to sign.	√

11	<p><u>FFT1 – Advanced Firefighter/Squad Boss Taskbooks:</u> Judy brought it to the attention of the Committee that in processing the incoming files for ENGB/CRWB, it is becoming more and more evident that individuals in the more Rural areas of the State have not completed their FFT1 Taskbooks, but have gone directly from BWFF into their ENGB Taskbooks. The Committee has decided to look at this on a case by case basis, to including examining the extent of their experience as a qualified ENGB and have they successfully completed all other requirements. Individuals who have not completed their ENGB taskbook will be required to first meet the prerequisites of FFT1. It is felt that in many cases, there may not have been a FFT1 Taskbook in existence, but at minimum, the class S-131 will be required.</p>	√
12	<p><u>Training Files Reviewed:</u></p> <p>BONESS, Kevin: Approved for PSC2 (t) – need Taskbook Initiation Page for IQS.</p> <p>BUTLER, Ken: Due to expired qualifications, Ken must receive a satisfactory performance evaluation to re-establish his qualifications. Judy will contact Ken to see at what level he would like to start (he was previously carded up through ICT1).</p> <p>CAROTHERS, Cougan: Needs to supply a copy of S-130/190 or submit a letter from Pruett Small stating that he has taken the class. Once documentation is received, approved through ENGB.</p> <p>CAUSER, Jesse: Completed taskbooks ENGB, CRWB and ICT4 – approved.</p> <p>COLLIER, Marsha: Completed DMOB and RESL taskbooks – approved. It is highly recommended by the Committee that Marsha take S-261.</p> <p>COLLINS, Brian: Table until next review meeting – missing some documentation.</p> <p>CUPELL, Todd: Required to take the S-131 course. Once documentation has been received, approved through ENGB.</p> <p>FOSTER, Todd: Approved through ENGB, CRWB and ICT4.</p> <p>FRAZEE, Dan: There was no taskbook submitted for MEDL – must provide copy of taskbook, or other documentation to satisfy this requirement.</p> <p>HALL, Justin: Approved through CRWB (qualified) and ENGB (trainee). Required to take S-231, S-260 and 261, and it is strongly recommended by this Committee that he also take S-234.</p> <p>HOWARD, Don: Must submit an ICT3 Certification Page, signed by someone other than himself – approved through ICT3 (qualified).</p>	√

<u>Reviews continued:</u>		
HUGHES, Dugger:	Approved through ICT1 (trainee) and SOF2 (trainee). Needs to submit copies of all training certificates to supplement the IQCS Master Record from the Forest Service.	
JESSOP, Chris:	Approved through STEN (trainee). Must submit a summary of Fire Experience 1990 – 2000.	
KINGSLELY, Al:	Approved through ICT4 (trainee).	
LINDQUIST, Ed:	Approved through STEN (trainee). Chris Jessop will work with Ed to recreate the S-130/190 and S-230/231 classes which were given “in-house”.	
LOMBARDO, Steve:	Approved through STEN & TFLD. No documentation submitted for required class S-290. Advised to take the self study course and submit documentation.	
McKINNON, Alex:	Approved through DIVS. Also must take the required S-290 class, or submit documentation if the class had been taken already.	
MORRIS, Billy:	Approved through STEN (trainee). This Committee strongly recommends that S-260/261 be taken.	
ORRILL, Bob:	Table until next review. ** see note.	
SHIERY, Mark:	Table until next review. ** see note.	
RODEFFER, Stu:	Completed FACL taskbook approved. ICT4 taskbook incomplete – reference the State’s “Minimum Experience Guidelines” – need a total of 60 fireline hours, etc.	
ROMERO, Wilford:	Completed TIME taskbook – approved.	
SCHWISOW, Scott:	Completed TLFD taskbook – approved.	
SOLBERG, Eric:	Completed GSUL taskbook – approved.	
UPCHURCH, Chad:	Completed CRWB taskbook – approved.	
WALTER, Jay:	Approved through STEN/TFLD and ICT4.	
<p>** Paul Summerfelt, who submitted STEN taskbooks on behalf of Bob Orrill and Mark Shierly, will be invited to the next Committee Meeting to discuss the “Minimum Experience Requirements” for completing taskbooks.</p>		

13	<p><u>Next Meeting:</u> The next meeting has been scheduled for Tuesday and Wednesday, December 5 & 6, at 10:00. Location: City of Phoenix Community Center located at 35th Avenue and Pinnacle Peak Road.</p>	√
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